



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
WEST REGION, KOREA AREA
UNIT #15746
APO AP 96218-5746

S: 31 May 2007

PECP-KOR-A

12 April 2007

MEMORANDUM FOR

Director, Area I CPAC, Unit #5746, APO AP 96258-5746
Director, Area II CPAC, unit #15746, APO AP 96205-5746
Director, Area III CPAC, Unit #15746, APO AP 96271-5746
Director, Area IV CPAC, Unit #5746, APO AP 96218-5746

SUBJECT: FY 2008 Civilian Training Needs Survey - Korea Area

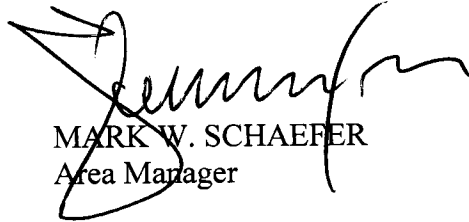
1. The enclosed Civilian Training Needs Survey is conducted annually by Assistant G-1 for Civilian Personnel, Korea Area. Its purpose is to quantify and prioritize the civilian training needs of all serviced Army activities, so that shared training needs can be met as fully, efficiently and cost-effectively as possible. The ultimate goal is to better equip our Army Civilian Corps workforce with the competencies and skills necessary to support the Department of the Army's mission and goals.
2. We are all aware training dollars are limited throughout the Army. Therefore, when responding to this survey, I ask managers to be realistic from a financial standpoint as well as from the standpoint of the employee's availability to attend identified training. Based on the input received, our Human Resources Development Division (HRDD) will develop and administer the FY 2008 Korea Area Civilian Training Course Schedule, which will offer courses at various locations throughout the coming fiscal year. The courses will be conducted on a cost reimbursement basis.
3. The courses selected and the locations where they will be offered both depend entirely on the quality and quantity of the input we receive. If it is to be successful, this effort must have the active support of Civilian Personnel Advisory Center (CPAC) staff, area commanders and activity managers, as well as the fullest possible participation of employees and supervisors at every level.
4. CPACs will distribute the enclosed survey to your serviced activities. In addition, I am asking that directors provide continuing support and follow-up, including briefing the importance of the survey to commanders and others, throughout the survey period. Activities are asked to complete the survey and return it to the local CPAC for consolidation by the specified deadline. CPACs are then asked to consolidate area requirements and report them to the HRDD **NLT: 31 May 2007.**

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5. Copies of this memorandum and the survey may be found on the HRDD web page at this address: <http://cpoc-www.korea.army.mil/chra/hrd.htm>.

6. For further information, please contact Mr. John Robbert, Chief, Human Resources Development Division, (DSN) 768-6577.



MARK W. SCHAEFER
Area Manager